**IN THE BUILDING APPEALS BOARD**

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|  | **BAB Case No: [*state case number***] |

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| **APPLICANT:** | [*the person making the application*] |
| **RESPONDENT:** | [*the person who made the decision which is sought to be reviewed*] |

**OTHER PARTIES TO THE APPEAL**: [*applicable if other Interested Parties*]

**COSTS CLAIM**

|  |  |
| --- | --- |
| Date of Document [insert date] |  |
| Filed by | [party i.e. Applicant/Respondent/Interested Party] |
| Prepared by:  [*name of Applicant/Respondent/Interested Party if self represented or name of representative*]  [*Address of Applicant/Respondent/Interested Party*] | Phone: [*Phone number*]  Facsimile Number: [*Facsimile number*]  Email: [*email address*]  Contact: [*Contact person*]  Reference: [*insert your ref*] |

**Party/ies against whom costs are claimed:**

1. The Applicant/Respondent/Interested Party [strike out where applicable] claims costs against [insert name of party that you are seeking costs against].

**The amount being claimed:**

1. The total amount being claimed is $[insert total amount].
2. The amount being claimed has been calculated or derived as set out in the attached table at schedule 1 (please also attach a copy of all invoices and/or documents that you wish to rely upon).
3. *Set out any other relevant information about the amount being claimed (i.e. additional details about the claim that might not show up in an invoice. If you can show how the costs relate to the application it can help the member(s) considering the application to determine what costs may or may not be relevant to your claim).*

**The grounds in support of the Application for costs:**

1. *Set out the grounds relied upon in support of the application for costs including any facts, legislation and/or case law that you rely upon.*

**AND THE APPLICANT/RESPONDENT/INTERESTED PARTY SEEKS THE FOLLOWING ORDER OR DETERMINATION IN RELATION TO COSTS:**

1. [*What order or determination are you asking the Board to make?*]
2. [*Are there any other orders that you require?*]